Prince Edward Island

Civic Address Standards and Guidelines

VERSION 1.1

prepared for
The Province of Prince Edward Island
Taxation and Property Records Division

by
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1.0 INTRODUCTION

A Memorandum of Understanding (MOU) between the Province of Prince Edward Island, Island Tel, the Cities of Summerside and Charlottetown and the RCMP has been signed to provide a E911 Emergency Response System to cover all of Prince Edward Island. Complete provincial implementation of the E911 Emergency Response System is scheduled for mid year 2000. As part of this agreement, it was identified that there were three major tasks involved in the implementation of the E911 Emergency Response System for Prince Edward Island. These tasks are:

1) Civic addressing across the province;
2) Designing and providing the technology; and
3) Educating and informing the public on E911.

This document provides detailed civic address standards and guidelines for the Province of Prince Edward Island. The civic address standards outlined ensure that all residences on Prince Edward Island are universally and uniquely civic addressed. The civic address guidelines present recommended rules to follow when providing new civic addresses. The document also describes situations where undesirable (unacceptable) civic addressing may exist and recommends possible remedies.

The outlined standards have been developed through a review of the civic address standards developed for New Brunswick, Nova Scotia and Ontario, the conduct of limited stakeholder interviews in PEI, circulation of a short questionnaire to the members of the PEI Federation of Municipalities and a review of all Client supplied E911 related reference materials. Generally, the standards follow the same format as those which were developed for New Brunswick; however, modifications have been made where necessary to ensure that the document fully meets Prince Edward Island requirements for civic addressing.

2.0 THE STAKEHOLDERS

The citizens of Prince Edward Island are the most important stakeholders in the development and implementation of consistent civic address standards. The ultimate goal in the provision of province wide civic addressing in support of E911 is to ensure the safety and protection of each individual citizen on Prince Edward Island. The citizens of Prince Edward Island should be both informed of, and participate in, the E911 implementation process. One possible situation in which citizen participation could be encouraged is the naming of local roads. The more the local citizens feel a part of the process, the larger the response and support of E911 implementation will be.

The PEI Taxation and Property Records Division will be the Data and Maintenance Centre for all civic addressing activities. Municipalities, towns and communities with official plans will be requested to consult with the province for the responsibility of civic addressing within their own jurisdictions. Regional Service Centres will play an important role during the civic addressing collection & maintenance phases in support of the E911.

The PEI Department of Transportation and Public Works will be responsible for ensuring appropriate road name and community signage is in place, except where otherwise provided in some municipal jurisdictions.

Island Tel, in conjunction with the PEI Taxation & Property Records Division, will be responsible for the implementation and maintenance of the Master Street Address Guide (MSAG).

The RCMP will operate one of three Public Safety Answering Points (PSAPs) on the island. The police departments of the Cities of Charlottetown and Summerside will operate the other two PSAPs.

Municipalities, towns and communities with official plans will be requested to consult with the province for the responsibility for signage within their own jurisdictions.

In order to implement E911 Service for the Province of Prince Edward Island, the following committees have been established (see Appendix A):

Management Committee
Civic Addressing Committee
Technology Committee
Communication Committee

The Management Committee will manage all of the policy decisions and activities required for the implementation of the PEI 911 Service. The Civic Addressing Committee will develop and implement a universal and unique geocoded civic addressing system for all residences on PEI. The Civic Addressing Committee will also match the civic address to the telephone number and develop the signage programs for road and civic numbering. The Technology Committee will be responsible for the implementation of the technology required to link the telephone system, the civic addressing and other data systems to the PSAPs. The Communication Committee will be responsible for the education of the public both on the proper use of E911 services and the on-going developments associated with the PEI E911 project.

Municipalities and the province through an individual cooperative agreement will be responsible for civic addressing. Present civic addressing will be reviewed and any discrepancies from the recommended standards will be documented.

2.1 Current Status of Civic Addressing

The present status of civic addressing within Prince Edward Island can be summarized as follows:

- Both Charlottetown and Summerside are essentially complete;
- Five of seven towns are essentially complete;
- Three of fifteen communities with official plans are essentially complete;
- All other areas within PEI are minimally or non civic addressed.

3.0 CIVIC ADDRESS STANDARDS

The civic addressing Standards have been developed with input from the PEI Civic Addressing Committee, Island Tel, the RCMP, Provincial Treasury, Community Services and Attorney General, and the Cities of Summerside and Charlottetown. The standards are presented as rules to follow during the implementation of civic addressing across Prince Edward Island. Appendix B presents definitions of the terminology used within this document.

3.1 Community Definition

The definition of what makes up a community is fundamental to the implementation of universal and unique civic addressing for E911 within the Province of Prince Edward Island. The definition of the community requires that the name of each road or street is unique within its boundaries.

The community name has been added as a component of the civic address as a means of preserving civic address uniqueness from community to community.

The coverage of communities must be complete for the entire province as every civic address must exist within a community.

The definition of the Civic Address community for PEI will be the existing municipal boundaries in incorporated areas and the School District boundaries in non civic addressed areas (or a subset of these boundaries). The present municipal boundaries are very well defined as they are based upon taxing jurisdictions and exist in digital form. The school districts are commonly recognized in non civic addressed areas and are often utilized for the establishment of other boundaries. The Civic Address communities will be unique within each county in PEI.

3.2 Road and Street Naming

The recommended road naming standards include:

1) All roads will be named and signed (a Route Number is an acceptable name). A road will be continuous from end to end and will have a well defined start and end point; such as an intersection.
2) Each road will have only one official name for civic address purposes.
3) Road Names will not be repeated within an individual community.
4) Similar sounding road names will be avoided (i.e. First St. and First Av.).

The naming, signing and maintenance of private roads is the responsibility of the property owners. Private road naming & signage must comply with provincial or municipal civic address standards.

3.3 Address Distance Interval

The address distance interval is a distance measurement utilized when calculating civic address numbers. It is the distance between consecutive civic address numbers.

Municipal increments for the assignment of new civic addresses will be based upon existing municipal zoning by-laws (an increment of 4 assigned to a potential lot being created every 75 feet interval or approximately one civic address number every 18.75 feet or 5.7 metres). It is recommended that for new urban streets a 5 metre interval be adopted for all situations.

Rural increments will also be based upon a 5 metre interval.

3.4 Road Direction

The road direction defines the direction for increasing address numbering. The road direction will normally proceed away from the road which is deemed of higher importance. It should be noted that this convention is contrary to many of the directions represented by DOT&PW control sections as presented in their book of maps. Control section directions were assigned in order to minimize travel distances during field measurements. The defined road hierarchy for the determination of road directions will be arterial, collector, local, unpaved, seasonal and non-essential. In the event that the roads are at the same hierarchy and importance level, road direction will be considered to flow in a north and east direction.

3.5 Civic Address Point

The civic address point is considered the point on a property at which the civic address is calculated utilizing the specified address interval (e.g. 5 metres in rural areas).

The civic address point will normally be established based upon the location of the driveway leading to the building to be civic addressed. In situations where the driveway cannot be used, the civic address point will be the front door of the building.

3.6 Even-Odd Convention

The civic addresses along a road will have even numbers on one side and odd numbers along the other. Generally, even numbers will be placed on the right of the street and odd

numbers will be placed on the left side of the street, in the direction of travel established for the street as defined in Section 3.4 above.

3.7 Standard Address Format

The following standard civic address format will be adopted in support of the E911 implementation for the Province.

Standard Address Format

The recommended standard for the storage of civic addresses is based upon that used by Canada Post. The specific components are as follows:

civic number street name name suffix street direction
unit type unit number
community/area

Specific Example:

37 Murray Harbour Road, North
Apt 12
Caledonia

The definitions of the components of the Standard Address format are provided in Appendix B of this document.

4.0 CIVIC ADDRESS GUIDELINES

The following section presents civic address guidelines that should provide some guidance in the more troublesome civic addressing situations that may be encountered. These guidelines are based upon the collective experience of other jurisdictions and are presented as recommendations to ensure civic address consistency across Prince Edward Island. However, changes to these recommended practices may be considered should it not prove practical or cost effective to implement them within a specific situation.

4.1 Non Civic Addressed Areas

The following section presents the civic address guidelines as they pertain to the non civic addressed areas within Prince Edward Island. The civic address standards defined within Section 3.0 of this document will be adhered to in non civic addressed areas. The examples included have generally been represented with real PEI situations.

4.1.1 Civic Address Start Point

The procedure used to establish the start point for civic addressing in a non civic addressed area is typically based upon one of the following procedures: using the road hierarchy or using the last known correct civic address. The road hierarchy or order of importance of roadway types within PEI can be outlined as follows: arterial routes, collector routes, local routes and private roads.

In the example illustrated in Figure 1 area A, civic addressing along Route 246 and Route 237 (both of which are Collector Roads) would commence at the intersection with Route #1 (an Arterial) and proceed in a northerly direction with odd numbers on the western side and even numbers on the eastern side of each road. This example shows

how road hierarchy is being used to determine the start point for civic addressing. As a general guideline, arterial roads take precedence over collector roads.

Figure 1 - Collectors connected to an Arterial Route

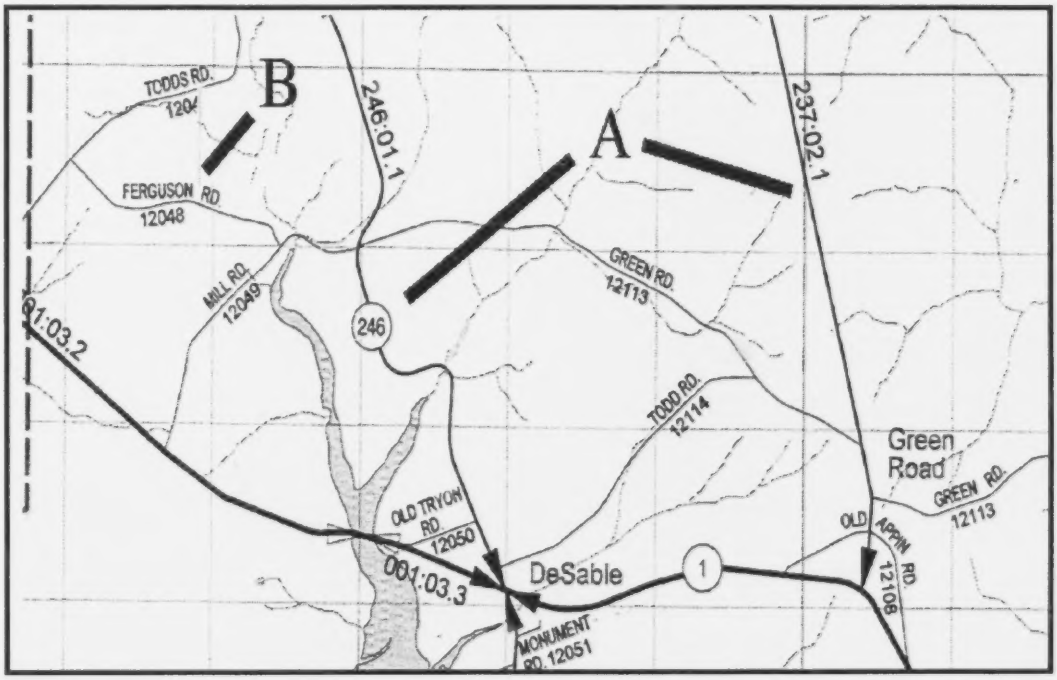


Figure 1 Area B also shows the situation where three roads of the same class type are connected. The Ferguson Road, in the upper left, is connected to both the Mill Road and the Todds Road. The start point and direction of civic addressing along the Ferguson Road would be determined based on the intersection with greater importance. If the intersection at the Mills Road is considered to be of greater importance than the intersection at Todds Road, then the civic addressing would commence at this intersection and proceed in a westerly direction. The same rationale would be used if

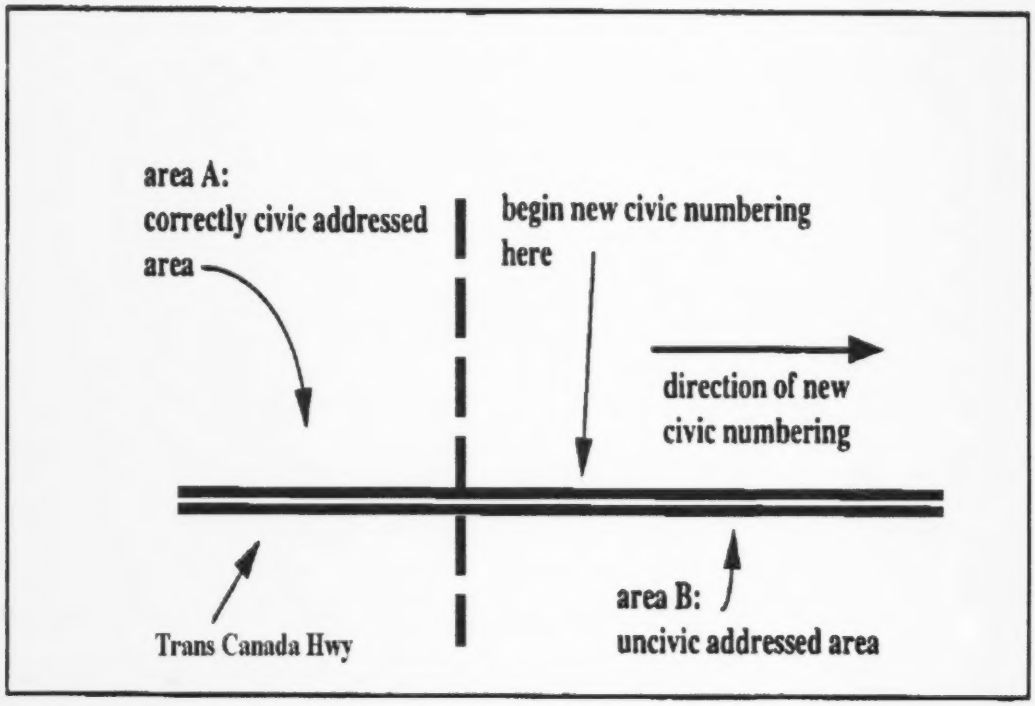
the roads in this example were all collector routes or if both the Mill Rd and Todd Road were collectors routes and not local named roads. In the event than each road is considered of equal importance, civic addressing along the Ferguson Road would commence at the Todd Road and proceed towards the Mill Road in an easterly direction with odds numbers on the left and even numbers on the right.

In the example represented in Figure 2, area A (Charlottetown for example) is an existing correctly civic addressed area which meets the standards, and area B requires civic addressing for one of two reasons:

- civic addressing is absent; or
- the present civic addressing does not comply with the standards as identified in the Standards section of this document.

The start point to begin civic numbering area B should be the ending civic number of area A. Thus, the beginning civic number for area B will be the next number in the sequence for area A.

Figure 2 - Last Known Civic Address

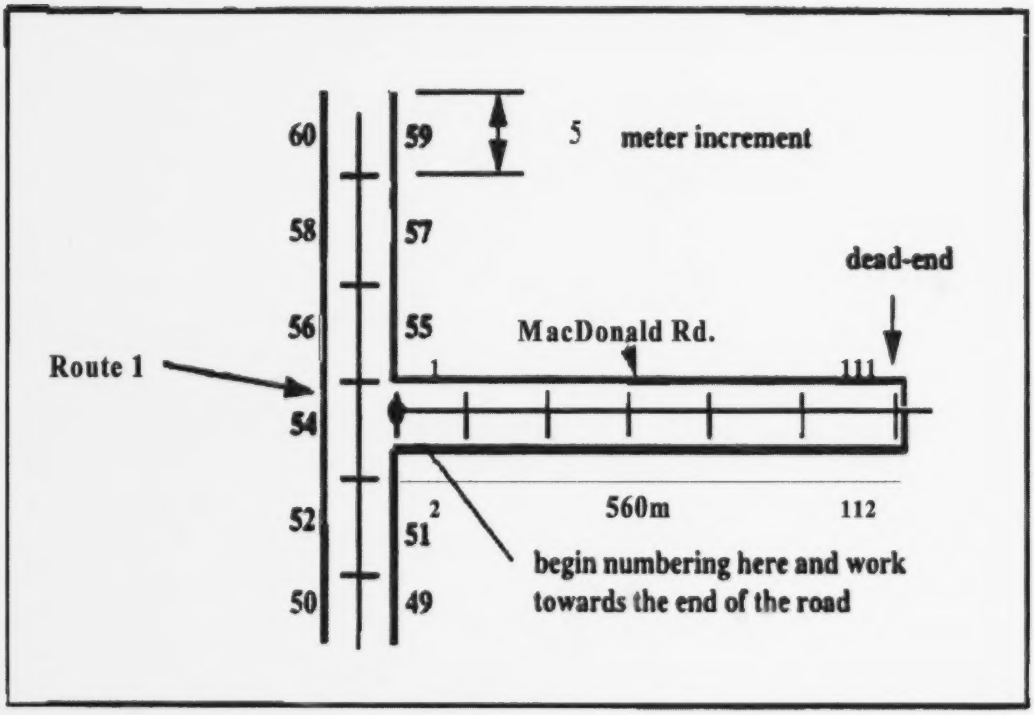


4.1.2 Dead End Roadways, Courts and Cul-de-Sacs

Dead End Roadways, Courts and Cul-de-Sacs are all essentially treated the same. Odd and even numbers begin at the intersection point with the main roadway and proceed toward the end of the roadway. Appropriate frontage increments are utilized to allow a sufficient number of civic addresses along the roadway.

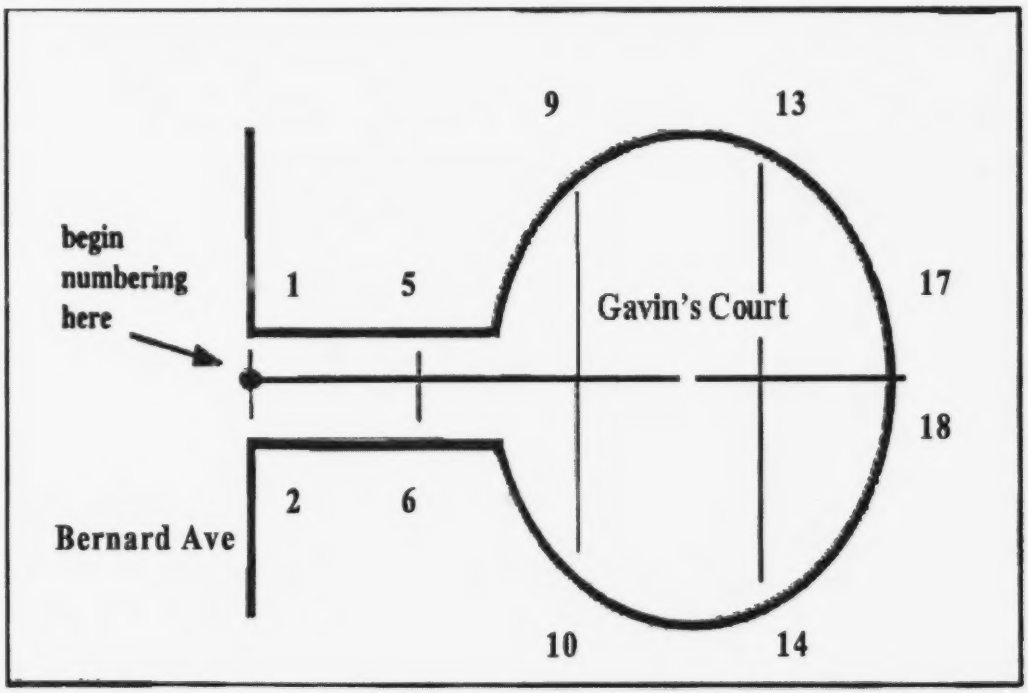
In the example presented in Figure 3, MacDonald Road has been civic addressed away from the intersection with Highway 1. As per the civic address standards, the odd numbers have been assigned on the left side of the road and the even numbers have been assigned to the right side. Based on the measured distance of 560 metres for MacDonald Road the calculated civic address ranges for the end of the road are 111 and 112 respectively.

Figure 3 - Dead End Road Way



The example presented in Figure 4 is an actual situation as it exists in Summerside. Gavin's Court is numbered away from Bernard Avenue, the main roadway. The existing civic numbering has been done using even numbers and odd numbers on opposite sides of the street and is based on the usage of 4 civic numbers for every residential property frontage (approximately 75 feet).

Figure 4 - Court or Cul-de-Sac

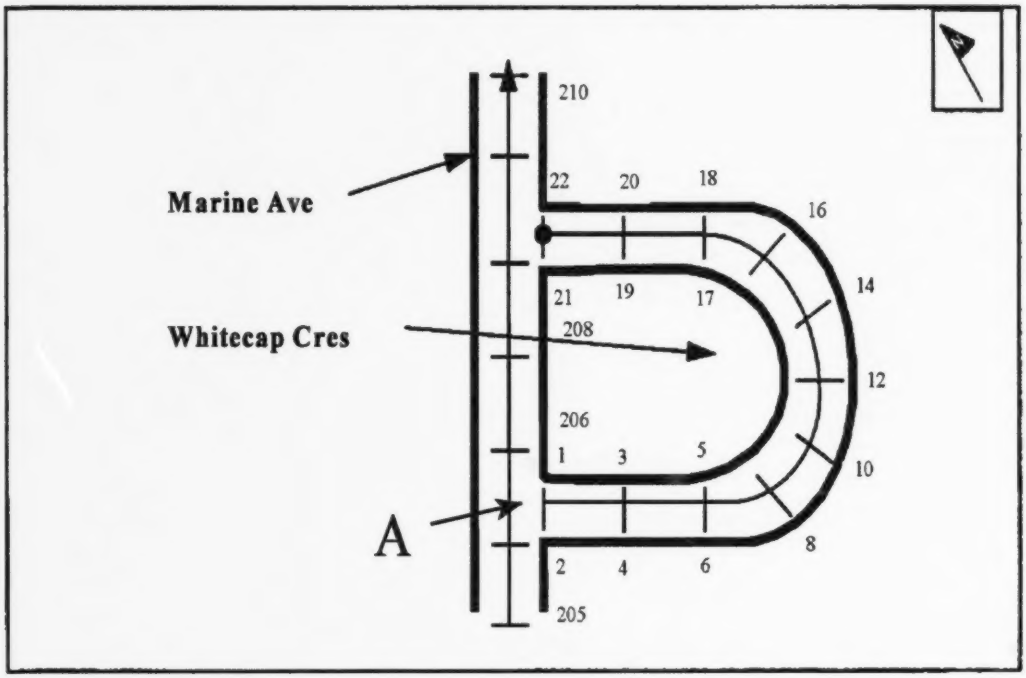


4.1.3 Crescents

A Crescent is a road which loops away from a second road and forms a second intersection with that same road. The beginning of civic address numbers for the crescent starts from the lower civic address numbers on the intersecting road. When assigning civic address numbers, the outside of the crescents' curve should be numbered first as the frontages are larger and then the inside of the curve should be numbered to match these numbers.

In the example presented in Figure 5, the Western most intersection of Marine Avenue and Whitecap Crescent, point A, is chosen as the start point since the civic numbers along Marine Avenue are lower at this intersection point.

Figure 5 - Crescent

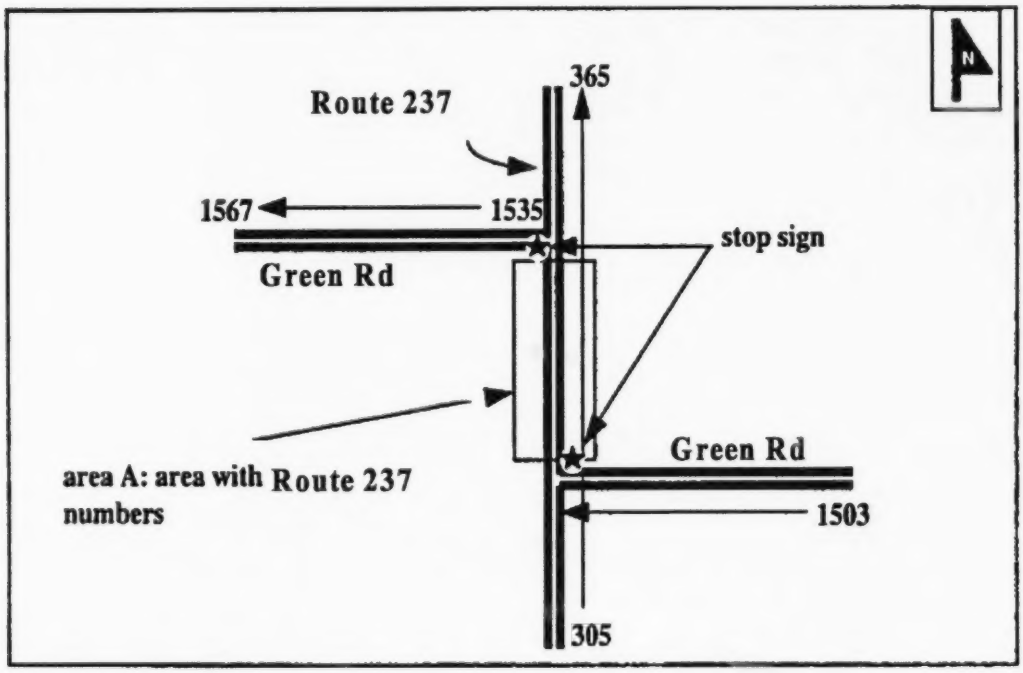


4.1.4 Jogs

Roads with a jog are roads that are named the same; however, they are offset from one another for some distance and share a portion of a second road. The main consideration in this circumstance is to recognize the road of greater importance and to maintain consistent civic numbers along its length.

The example in Figure 6 depicts both Green Rd and Route 237 as independent roads sharing a common portion of road labeled area A. In addition, a stop sign along Green Road is in place at both of the intersections of Green Road with Route 237.

Figure 6 - Jog in the Road



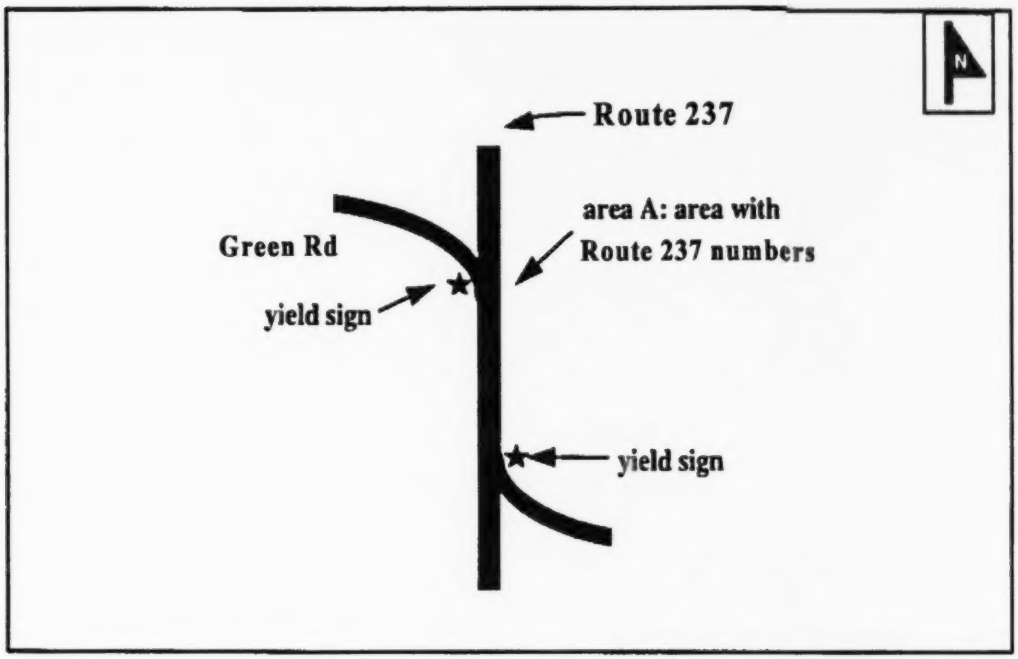
Ideally, civic addressing along area A should follow the scheme in the example. The stop sign at both intersections of Green Road with Route 237 signals an interruption in the road and similarly, an interruption in the civic addressing. In addition, there is no interruption in the traffic flow on Route 237 at these two intersections and thus it would not be appropriate to interrupt the civic addressing along Route 237. The civic numbering on Green Road continues after Area A by applying an offset civic address number equal to the civic address numbers contained in the shared portion of Route 237.

The example depicted in Figure 7 presents a possible exception to the previous guideline. The situation is similar in that both Green Road and Route 237 are

independent of one another and share a common portion of road labeled area A. The difference concerns the smooth traffic flow from Green Road with Route 237 and the presence of yield signs as opposed to stop signs at the intersection points.

Vehicles traveling along Green Road will reach a yield sign indicating a smooth transition onto to Route 237 and may not expect an abrupt change in civic address numbers. Similarly, vehicles traveling along Route 237 will reach each intersection and not except a change in civic addressing.

Figure 7 - Jog in the Road



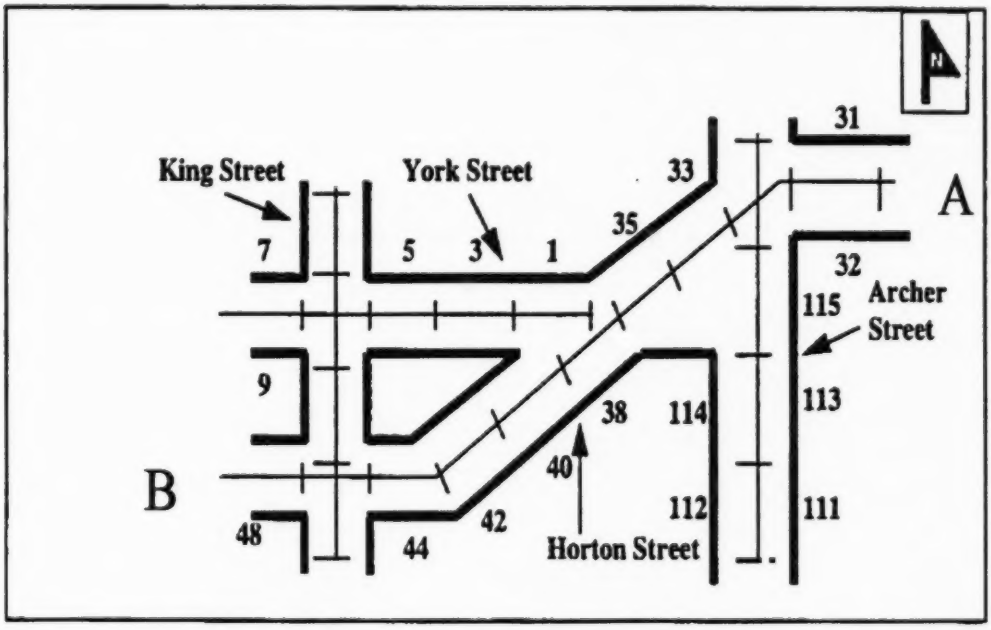
In order to determine which civic addressing scheme should be maintained along area A, the road with the higher road hierarchy or importance must be identified. Using the standards for road hierarchy, the civic address numbers along Route 237 would be maintained.

4.1.5 Meandering Roads

A meandering road is defined as a road that changes direction and intersects frequently with other roads. These roads present some difficulty when assigning consistent civic address numbers.

In the example depicted in Figure 8, Horton Street is a meandering road that intersects with several other roadways. Civic addressing along Horton Street begins to the East of point A and progresses sequentially and continuously to point B and beyond. The continuity of civic addressing has been maintained along Horton Street even though it has intersected several other roads.

Figure 8 - Meandering Road



4.1.6 Cottage Roads and Cottage Complexes

Cottage roads are essentially treated the same as any public road. Any road serving three or more cottages is considered a road. Thus, the road will require a unique name to be assigned within its community and civic address numbers will need to be assigned according to the civic address standards. The most effective way to name these roads and get some public involvement is to involve the owners of these properties in the naming process. It will ultimately be the responsibility of the property owner to name and sign private roads as per these Civic Address Standards. Refer to figure 9 below.

Figure 9 - Cottage Road A

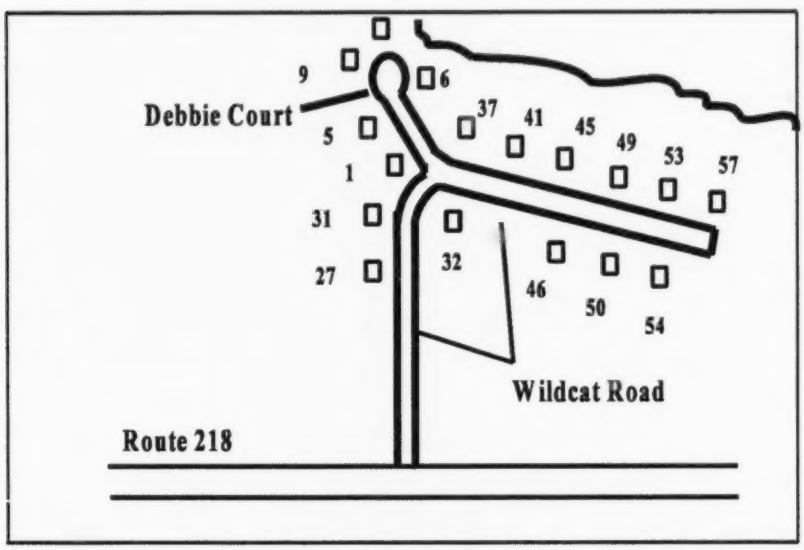
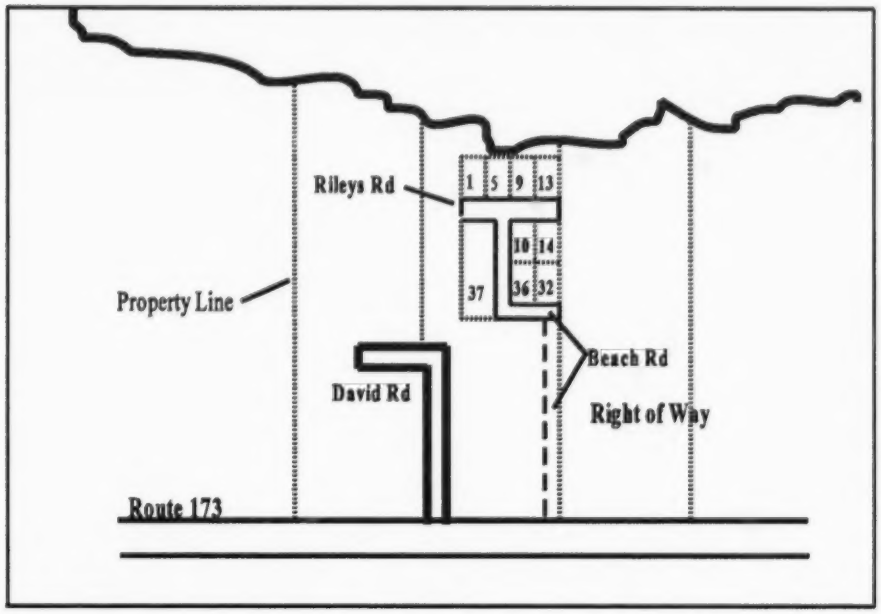


Figure 10 - Cottage Road B

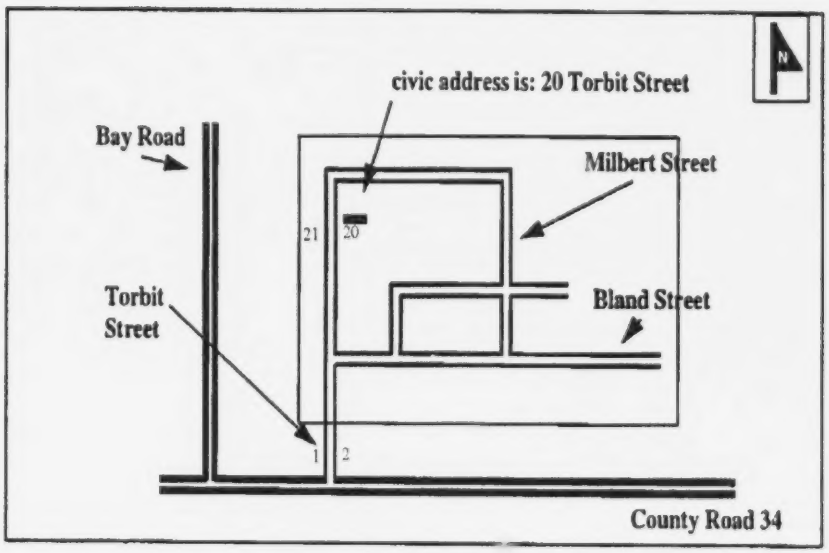


In the example above, assigning a name to the private road is appropriate as the condition of having three or more residences along it has been met. Once an appropriate road name has been selected through local resident involvement, the road can be signed and the residences assigned a civic number.

4.1.7 Mobile Home Parks

Mobile homes are considered to be fixed structures and as a result are treated in the same manner as any residential property or cottage. Each mobile home will require a unique civic address within its community. Each road within a mobile home park will have to be assigned an appropriate unique name and each mobile home will require a civic number assigned according to the civic address standards. As mobile home parks usually tend to be quite narrow, the address distance interval that should be used is 5 metres. Refer to figure 11 below.

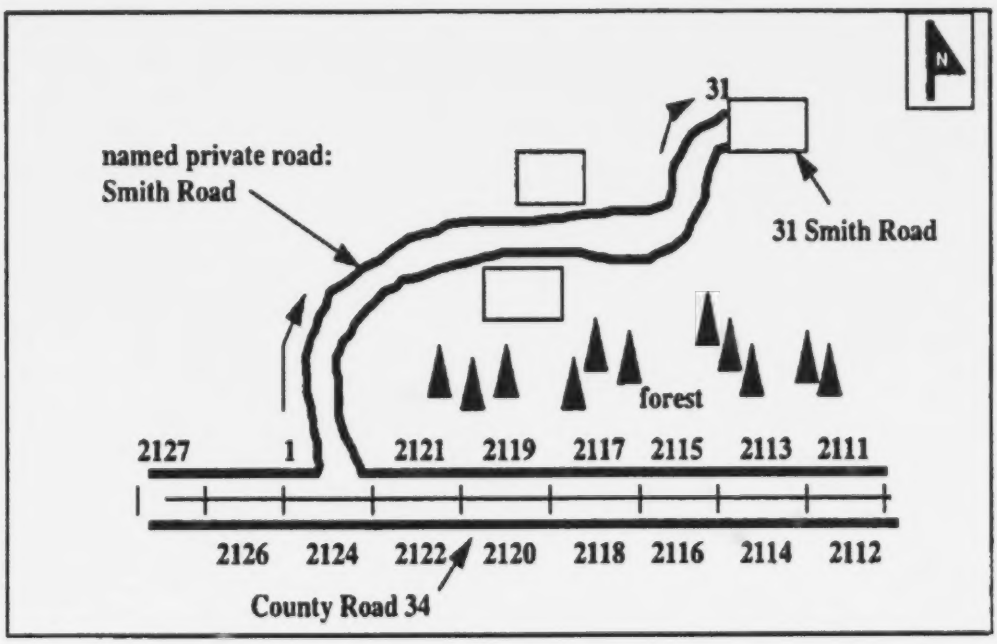
Figure 11 - Mobile Homes



4.1.8 Campgrounds

Campgrounds present a unique situation as they tend to be seasonal in nature. However, the method will be to to assign one civic address number and road name to the full campground and assign individual unique unit or lot numbers to each property. Refer to figure 12 below.

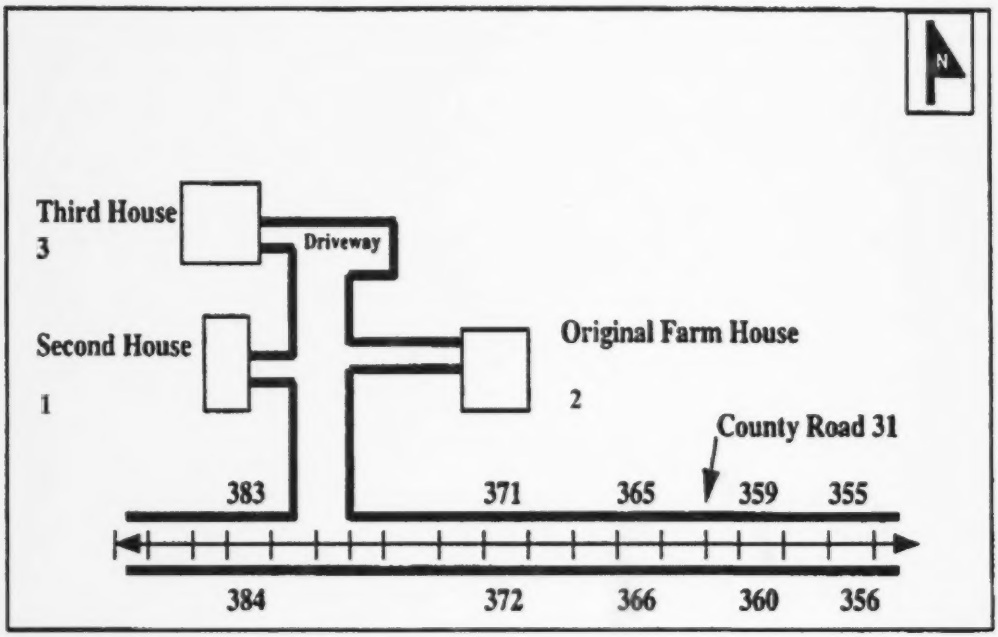
Figure 12 - Campgrounds



4.1.9 Private Right of Way

Multiple dwellings that exist on a private right of way are considered to be the same as a residential property and each requires a unique civic address. Street names must be assigned and will require verification that they are unique. Initially these situations could be treated similarly to a trailer park; however, it is in the best interests of the citizens involved that these situations be handled in the same manner as any public residential area. In the example illustrated in Figure 13, three houses exist along a shared driveway that is essentially the same situation depicted in the cottage road example previously identified in Figure 9. As three or more house exist along this driveway, it is considered a road and should be assigned a unique name.

Figure 13 - Private Right of Way



4.1.10 Public Telephones

The location of most if not all public telephones will fall into one of two location groups: stand-alone public telephone booths, and public telephones found within a business / commercial building. All public telephones within each location group will be assigned a civic address.

For stand-alone public telephone booths a civic number will be assigned based on the civic number frontage increment that the booth is closest to. If the booth is on a corner of two intersecting streets the civic number will be assigned based on which street the doorway to the booth fronts.

Civic numbers for public telephones found within a business / commercial complex will be assigned the same civic number as the building that the public telephone is found in. The unit type will be Booth and an appropriate unit number will be assigned.

4.1.11 Complexes and Universities

Complexes and Universities, such as Commercial Airports and the University of Prince Edward Island, will be responsible for assigning both street names and appropriate civic addresses to all buildings containing a telephone line within the limit of their jurisdiction. Additional details will normally be worked out with local ESPs. It will also be the responsibility of the owners of such complexes to ensure that proper street name signage is installed and maintained.

4.1.12 Duplexes

All officially designated Duplexes shall post and maintain a unique civic address for each dwelling unit within the structure. The unique civic addresses will be determined by the intersection of the driveway access and the public/ private road. If two driveway accesses exist a unique civic address will be determined by the intersection of each access and the public/private road. A duplex is defined as a building that has been divided into two dwelling units, with separate utilities and separate accesses. Responsibility to post and maintain signage for each unit of the duplex rests with the property owner.

4.1.13 Apartments

4.1.14 Provincial Highways

Provincial highways cannot be given a different name within each community. The Route number should be adopted as the official name and maintained along its entire length. Civic numbering along provincial highways will be continuous from one end to the other, leapfrogging areas with existing civic addressing. This is further described below.

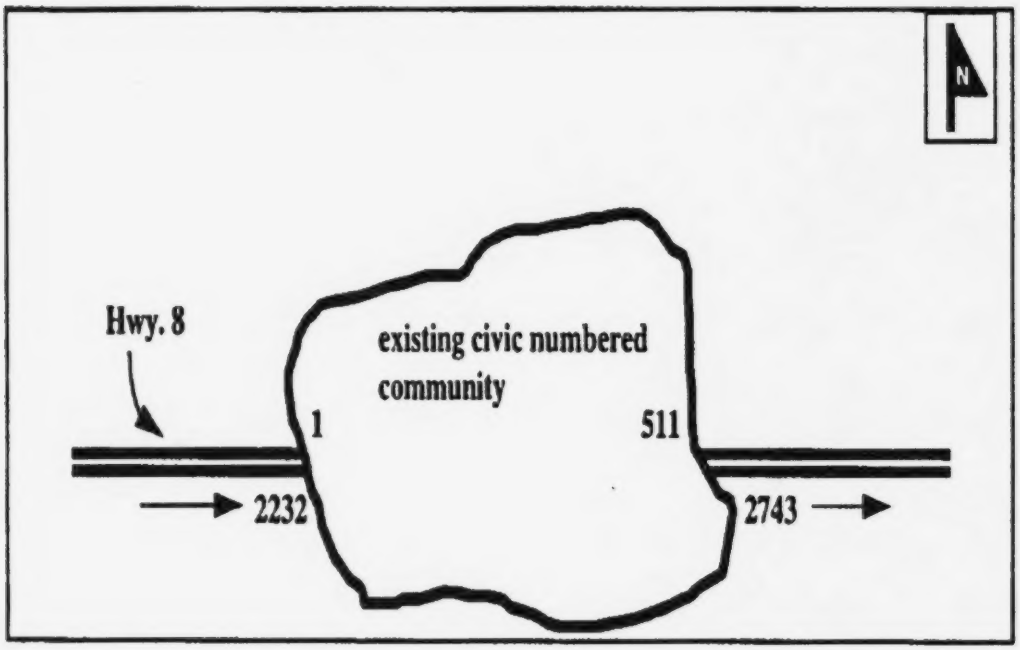
4.2 Civic Addressed Areas

The following section presents the civic address guidelines as they pertain to existing civic addressed areas within Prince Edward Island. The present civic addressing within civic addressed areas will be reviewed with regard to compliance with the standards. Any discrepancies from the standards will be documented and forwarded to the Civic Addressing Committee for review. The jurisdiction responsible for civic addressing will log all discrepancies and recommend changes where appropriate.

4.2.1 Municipal Area

In cases where a provincial roadway intersects with a municipality, town or community with existing civic addressing it may be necessary to leap-frog that community due to the existing civic addressing. As rural civic addressing is based upon a 5 metre increment, simply measuring the distance along the road within the community in kilometres and multiplying by 100 will provide the civic numbers to be skipped. Adding this number to the last number assigned at the entrance to the community will provide the first number to assign at the exit of the community. Refer to figure 14.

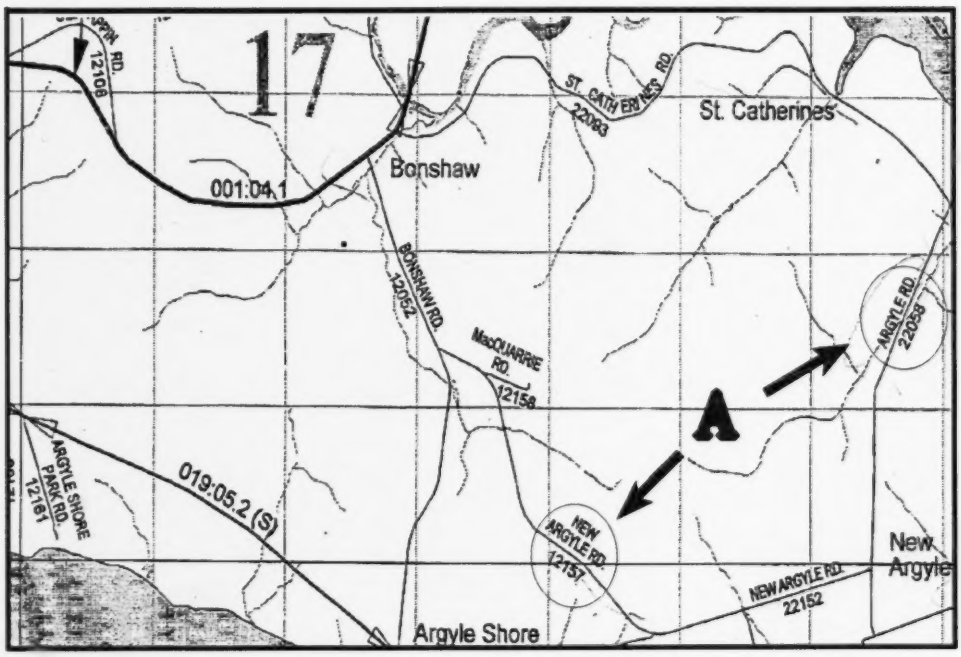
Figure 14 - Leapfrogging



4.2.2 Undesirable Civic Addressing

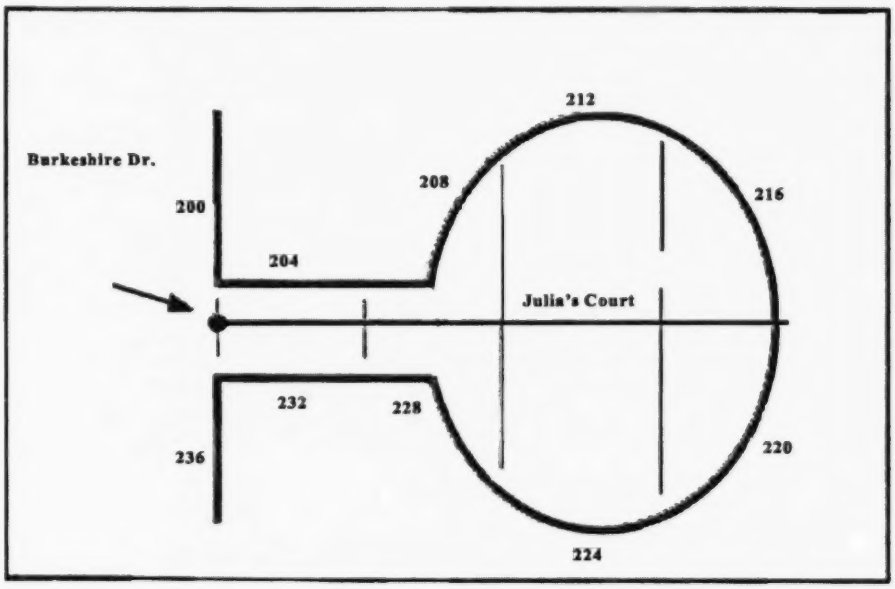
The first undesirable civic addressing issue concerns the use of similar sounding road names within a community. In the example presented in Figure 15 Area A, the community of New Argyle contains both the Argyle Road and the New Argyle Road. This situation is very undesirable as it will lead to confusion when an ESP is attempting to locate a specific civic address. One of these roads will require renaming to a new unique road name within the community.

Figure 15 - Non Unique Naming within a Community



The next undesirable civic addressing issue concerns the invalid use of the even and odd civic addressing convention. In the example presented in Figure 16, Julia's Court is numbered in a clockwise direction. This anomaly will require that new civic numbers be assigned following the even and odd conventions outlined in the Standards.

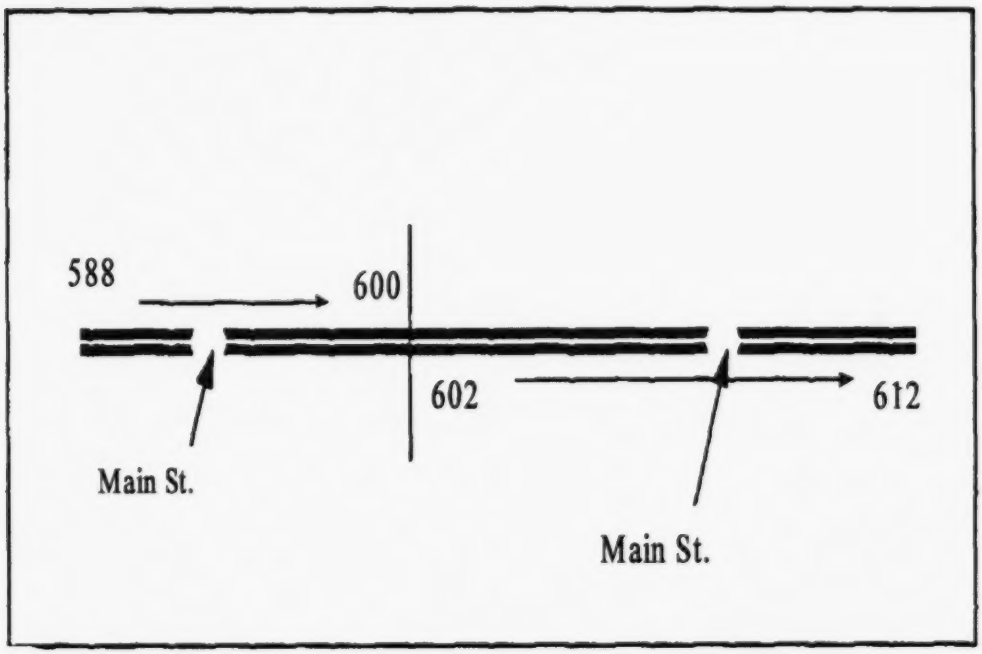
Figure 16 - Crescent with Clockwise Civic Addressing



Another example of undesirable civic addressing is when even and odd civic address conventions are different from one road segment to another. This situation is commonly referred to as civic address parity errors. In the example in Figure 17, the civic addressing contains even addresses on the left side of the road up to number 600. The even numbers then appear on the right side of the road beyond that point. Civic address renumbering is the only corrective means of handling this situation. When civic address renumbering is required, it is recommended that it be done with a strategy to salvage as much of the existing addressing as possible. However, when the amount of

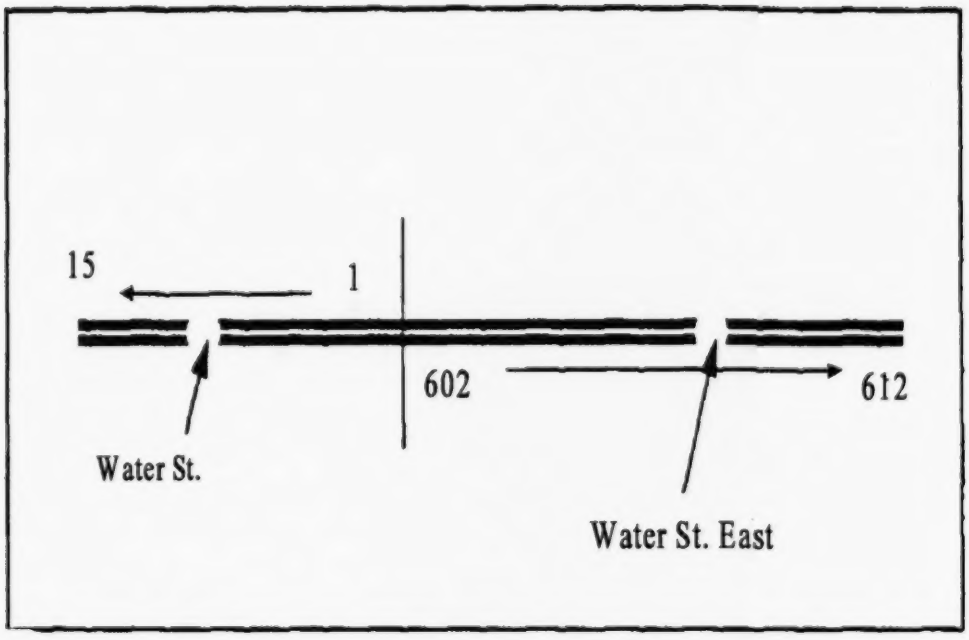
renumbering is approximately equivalent for either parity error, the standard convention of odd numbers on the left, even numbers on the right should be used in correcting the situation.

Figure 17 - Civic Address Parity



In the last example of undesirable civic addressing, the civic addressing flows in different directions. In Figure 18, Water Street and Water Street East are shown to have civic address number that flow away from each other. If a vehicle is traveling westerly along Water Street East, one would not anticipate the flip in civic addressing as indicated. This situation would require civic address renumbering.

Figure 18 - Civic Address Flips



5.0 SIGNING

A civic addressing system is valuable only if it is clear to the general public. Good signage is the best way to accomplish this objective. Signage will comply with provincial and/or municipal signage programs.

5.1 Community Sign Presentation

The community sign presentation guidelines are intended to provide general rules to apply when determining the placement of community signs. These guidelines are as follows:

1. Community signs should be placed at all community boundaries.
2. Community signs should be placed at right angles to the direction of travel along the road.
3. Community signs should be the responsibility of each city, town and community with official plans. A standard style, size and colour contrast should be used for all signage.
4. All other community signs will be the responsibility of DOT&PW. The presently adopted style, size and colour contrast should be used for all signage.

5.2 Road Name Sign Presentation

The road name sign presentation guidelines are intended to provide general rules to apply when placing the road name signs. They are as follows:

1. Road signs should be placed at all intersections.
2. Road signs should be placed perpendicular to the direction of travel.
3. Road signs should be placed at the edge of the road right of way.

4. The present DOT&PW road name signage standards for style, size and colour contrast should be adopted for all signage. Where municipalities have signage jurisdiction, their signage standards will apply.
5. Private road name signing and maintenance is the responsibility of the property owners. Private road signage should conform to current DOT&PW standards.

5.3 Civic Number Presentation

The civic number presentation guidelines are intended to provide a priority sequence to adhere to when determining the appropriate civic number style, size, and colour contrast (See Appendix C). Signage will comply with the current provincial and/or municipal signage programs. These guidelines are as follows:

1. Numbers should be on the same side of the road as the structure to which they relate.

2. Numbers will be attached, in order of preference, to:
   i. primary building; and/or
   ii. civic number post.

3. Numbers will not be placed on trees, mailboxes, utility poles or any other such object.

4. The bottom of the numerals should be at least 1.2 metres (4 feet) above the ground in order to be seen during winter conditions.

5. The numbers should be in digital form.

6. The colour of each numeral should contrast with the colour of the building or sign post to which it is attached, and ideally should be constructed of a reflective material.
7. Numbers should face directly onto the road so that the civic number may be easily seen by vehicles traveling in both directions.

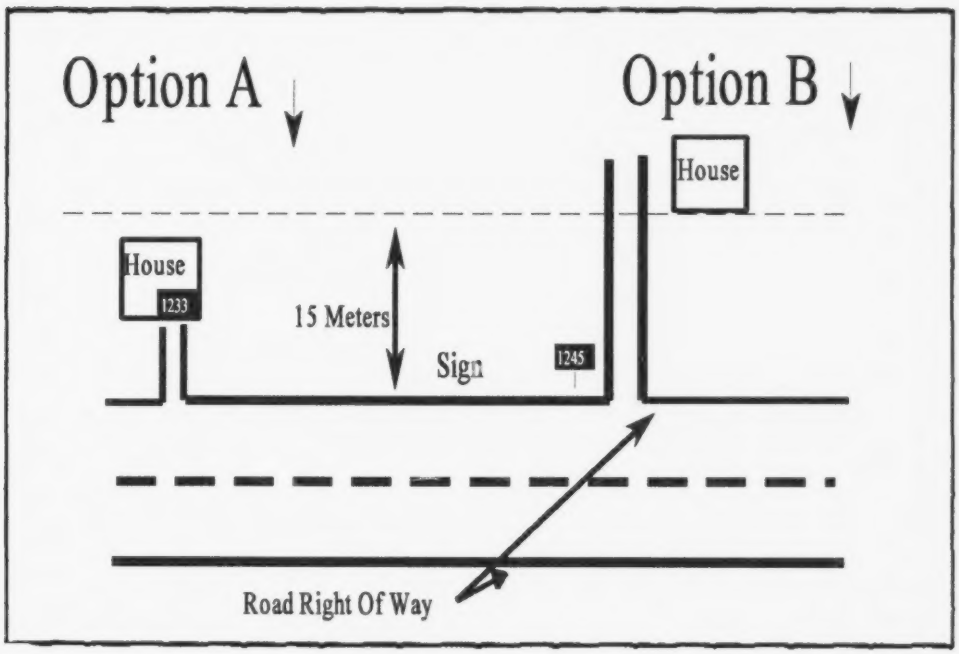
8. Numbers must be placed close to but not in the road right-of-way.

9. If the addressed building is within 15 metres (49.2 feet) of the road right of way, the civic address sign may pe placed either on the building or attached to a signpost (see Figure 19-Option A).

Figure 19 - Civic Number Presentation

10. If the addressed building is 15 or more than metres (49.2 feet) from the road right of way, the civic number must be placed on a civic number post at the edge of the road right of way. (Figure 19-Option B)

11. An civic number/sign post shall be placed immediatly adjacent to the driveway which would provide emergency vehicles access to the primary building.



12. Consider traffic safety and other overruling factors that may impact on the display of your civic number (i.e. obstruction due to excessive snow fall, vegetation cover, and visibility to emergency service vehicles at night).

13. In rural areas or in subdivisions with poor or no street lighting, the preferred method of civic number signing is to place the number on a sign post adjacent to the primary driveway entrance to the building.

14. Property owners are responsible for long term maintenance and replacement of civic address signage.

6.0 MAPPING

The PEI Taxation and Property Records Division has highly detailed digital mapping products and textual attribute data available that will be utilized for all E911 related field work and civic addressing requirements. The field maps created for the civic addressing component of E911 implementation should contain at a minimum the following layers of information:

Property Layers - Themes 4506201, 4506251, 4506252
Municipal Boundary Layer - Theme 4506311
Civic Address Communitities Layer - Theme 4506361
Road Classification Layer - supplied by DOT&PW

The PEI Department of Transportation and Public Works has a complete digital mapping and attribute database of all DOT&PW maintained roads with road classification types and field measured control section lengths. These field measured control section lengths are extremely valuable to the pre-assignment of civic address ranges to the start and end of each control section.

7.0 LEGISLATION AND BY-LAWS

Legislation to be considered for implementation for the establishment of a new "Emergency 911 Act" in order for the "911" number to be the primary emergency telephone number for use in the province. The legislation to implement a Province-wide civic addressing system to facilitate the reporting of incidents to emergency service providers (ESPs) by using an all encompassing standard civic addressing system for all of Prince Edward Island.

The legislation will require that the following items be legislated prior to the implementation of the PEI E911 System:

1. Legislation required for all properties, both residential and commercial, to purchase, display and maintain E911 Civic Address Signage.

2. Legislation required for certain incorporated municipalities to assign a civic address for all residences and businesses within the municipal boundaries.

3. Legislation required for regulations to be developed introducing standards for E911 signage.

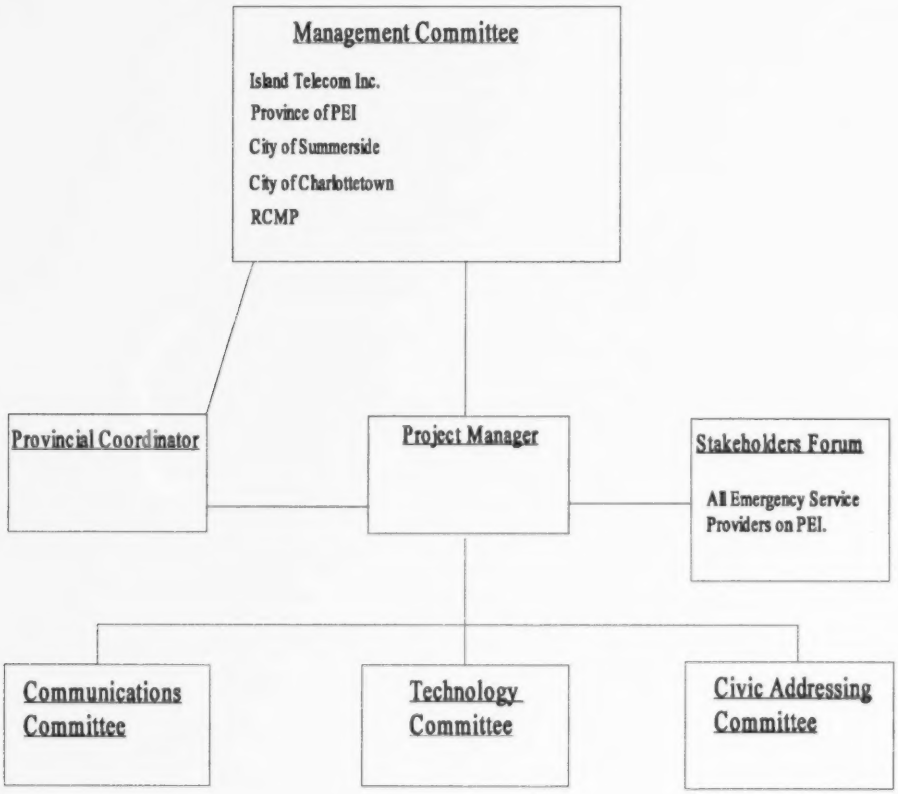
4. Legislation required to prosecute any individual making frivolous and/or prank calls to the E911 Emergency Response System.

5. Legislation required to prohibit individuals connecting to the 911 emergency number through automatic diallers or connecting through an alarm system.

6. Legislation required to determine liability responsibility between the province and the partners involved.

APPENDIX A

ORGANIZATIONAL CHART OF E911 COMMITTEES



APPENDIX B

DEFINITIONS AND SUFFIXES

B.1 Civic Address Definitions

Civic Address	An identification given to a building or property based on its civic address point utilizing the appropriate frontage increment. The two main components are a civic number plus a street name. The Community/Area has been added to the civic address to guarantee the civic address uniqueness within its boundaries.
Civic Number Suffix	Civic number suffixes (a letter, number or fraction) are occasionally used to designate a particular portion of a specific property
Community/Area	The community in terms of the E911 system is a geographical area in which all citizens are served by the same set of emergency service providers.
Geo-Coded Address	A unique identifier which utilizes a link between a specific Latitude and Longitude coordinate and a civic address number for the same location.
Unit Type	Further describes a location in cases where there may be several living units within the same property or building; sub-units within one larger building; several trailers clustered around a central civic address point. Examples include: apartment #, unit #, suite #, trailer #, cabin #.

Unit Number	Individually identifies the unit type. Examples include: Apartment 3, Suite 201, Cabin 6.
Street Name	The principal civic address component used to describe a particular road.
Street Name Suffix	Describes the type of road, or even its shape. Examples include: avenue, street, bypass, court, lane, loop, etc.

B.2 E911 Definitions

PSAP	Public Safety Answering Point is the answering location for E911 service calls originating within a given area.
ESP	Emergency Service Providers for Fire, Police and Ambulance.
MSAG	Master Street Address Guide
E911	An enhanced 911 system automatically provides PSAP Operators with the following information: civic address & location of the call; telephone number, the registered owner of the telephone; and the appropriate emergency vehicles to dispatch.
ALI	Automatic Location Identification provides the street address of the calling party associated with the telephone number and displays it on a screen at the PSAP.
ESZ	Emergency Service Zone is a geographical area in which all citizens are served by the same set of emergency service agencies.

DWELLING A building or portion there if designed, arranged or intended for residential occupancy

DUPLEX A building that has been divided into two dwelling units.

B.3 Civic Number Suffixes

Civic number suffixes (a letter, number or fraction) are occasionally used to designate a particular portion of a specific property. A suffix is often used to designate the left and right portions of a semi-detached house. The practice of using civic number suffixes should be eliminated and either renumbering should take place or the use of the location type and number should be adopted. In situations where the standard frontage increment is insufficient to accommodate each building it is recommended to switch to a smaller increment instead of using civic number suffixes.

B.4 Street Names Suffixes

The use of street name suffixes typically describes the type of road or its shape; however, may be used to uniquely identify a road with the same street name. These suffixes were derived from those used in the NB implementation of the E911 MSAG database.

Street Suffix	Abbreviation
ACRES	AC
ALLEY	AL
AVENUE	AV
BAY	BA

BLUFF	BF
BOULEVARD	BL
BYPASS	BP
CAUSEWAY	CW
CIRCLE	CIR
CIRCUIT	CI
CLOSE	CS
CONCESSION	CN
COURT	CRT
CRESCENT	CR
CROSS	CX
DOWNS	DS
DRIVE	DR
EVERGREEN	EV
EXIT	ET
EXPRESSWAY	XY
EXTENSION	EXT
GARDEN	GN
GARDENS	GS
GATE	GT
GREEN	GR
GROVE	GV
HEIGHT	HT
HIGHWAY	HWY
HILL	HL

HOLLOW	HW
LANDING	LG
LANE	LN
LAWN	LW
LINE	LI
LINK	LK
LOOP	LP
MANOR	MR
MEWS	ME
PARK	PR
PARKWAY	PY
PATH	PATH
PLACE	PL
POND	PD
PROMENADE	PM
RIDGE	RI
RISE	RS
ROAD	RD
ROADWAY	RY
ROUTE	RT
ROW	RW
SIDE	SD
SIDEROAD	SR
SQUARE	SQ
STRIP	SP

STREET	ST
TERRACE	TERR
THROUGHWAY	TW
TOOK	TK
TRAIL	TRAIL
TURN	TU
TURNPIKE	PK
VIEW	VW
WALK	WK
WAY	WY
WHARF	WF
WOODS	WD

B.5 Street Direction Suffixes

Street Name Direction Suffix	Abbreviation
EAST	E
NORTH	N
SOUTH	S
WEST	W
NORTH EAST	NE
NORTH WEST	NW
SOUTH EAST	SE
SOUTH WEST	SW

APPENDIX C

CIVIC NUMBER SIGN SPECIFICATIONS

Sign Specifications

- 1.6mm thick Aluminum plate
- Blue engineer grade reflective background
- White engineer grade reflective numbering
- 4" Highway front D
- 1/2" radius corners
- 3/16" holes top and bottom of horizontal center

Post Specifications

- 1.6 meters(5 1/2 feet)
- 14 ga. Painted metal, galvanized metal (or aluminum) T bar